



# Greater Albany Public Schools

## Food Service Assistant

**Salary Level:** See current CBA

**Reports to:** Food Service Director

**Work Calendar:** 179 days (elementary), 181 days (secondary)

**Classification:** Classified

**Location:** Varies

**Shift:** Varies

**Position Overview:** Preparation, service, and cleanup of the food service program for school facilities.

**Essential Requirements:** To perform this job successfully an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability needed for the position.

- High School Diploma, GED, or an equivalent combination of education, skills and experience.
- Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with students, parents, and staff.
- Employee will be expected to check District email and successfully use various computer applications, such as Infinite Visions (for leave entry), Microsoft Word, and operating the Mealtime program.
- Ability to understand and follow oral and written instructions with speed and accuracy.
- Ability to prepare food, including meats and other main dishes, salads, sandwiches, desserts, work with portion control, and handle money.
- Ability to learn to operate industrial dishwashers, mixers, ovens, other related school kitchen equipment, appliances, and utensils.
- Ability to supervise student helpers who work in the kitchen/cafeteria.

**Perform physical requirements which may include:**

1. Moderate degree of physical stamina and frequent lifting up to 50 lbs.
2. Frequent walking, bending, reaching, twisting, and prolonged periods of standing.
3. Exposure to noise, heat, cold, hot and cold surfaces, and sharp and moving equipment.
4. Requires coordination and dexterity to prepare foods.
5. Ability to move freely around the kitchen and storage areas to perform food preparation and food serving duties.

**Essential Duties and Responsibilities:** include the following. Other duties may also be assigned.

- Food Service Assistants who work as floaters among the buildings are required to have a valid driver's license and a good driving record.
- Assist in the routine preparation duties, (i.e., food preparation, set up serving areas, etc.)
- Assist in the serving of the food to students and staff making sure that supplies of food and beverages are maintained and spills cleaned up.
- Assist in the cleaning up, putting food away, storing equipment, washing dishes, scrubbing pans, cleaning food serving areas, sinks, tables, etc.
- Assist in maintaining an inventory of food and equipment.
- Maintain a high level of ethical behavior and confidentiality of information about students and staff.
- Participate in in-service programs as assigned.
- Maintains satisfactory attendance, as defined in District policy and regulations.

**Work Environment:** work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually loud.

**Workplace Expectations:** The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules. The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved. The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

**Job Safety:**

- Employees are required to follow the safety and health rules that apply to their job.
- Employees are to wear any personal protective equipment (PPE) that their job requires.
- Report any safety or health hazards to your supervisor or your safety committee.
- Immediately report any workplace injury or illness to your supervisor or your safety committee.
- Keep safety devices and warning signs in place, and use appropriate safeguards and equipment when you are exposed to hazards.
- Cooperate with Oregon OSHA inspectors if they visit your workplace.

**NOTE:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. All Classified/Coaching personnel are employed on a probationary basis contingent on completion of a criminal history verification based on fingerprints.

**CANDIDATE STATEMENT:** "I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodations. If I require accommodation(s) in order to fulfill any or all of these essential functions, and if I am offered employment, I will inform the District prior to actually beginning work."

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Candidate Signature

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Date